

# CAREERS PROGRAMME

## 2024/2025

### What we will do:

Prepare our students for life beyond college by promoting life-long learning, and developing and embedding the employability skills they need to have a positive career. Our programme runs throughout the year supported by a full time Level 6 qualified Careers Adviser.

### How we will do it:

At the college we have specific College values that underpin all of our work. These are:

- First class, first choice vocational education.
- Respect for each other and the environment.
- A positive 'can do' attitude.
- Striving for excellence in all that we do.

A strong belief in our values helps us guide our students to unlock their potential and success in the world of work.

### Parents/Carers

This programme sets out the activities that will take place during the academic year. All our students are also able to take advantage of 1:1 independent and impartial careers education, information, advice and guidance, that will help them explore their options and feel confident about any decisions they need to make, both during and beyond college.



### Students

This careers programme is designed to help you see what careers inspired activities are happening throughout the year within your course. These will boost your knowledge and skillset, giving you real hands-on experience of your industry. Throughout your time at college you will work with industry experienced teachers who will develop your skills and provide you with the knowledge you need to be successful in your career. You will also get the chance to work with potential employers gaining invaluable industrial experience, through employer visits and work experience.

### Employers

This programme is designed to prepare our students with the skills they need to be industry-ready once they leave education. If you would like to get involved please email: [careers@bishopburton.ac.uk](mailto:careers@bishopburton.ac.uk) or [careers@riseholme.ac.uk](mailto:careers@riseholme.ac.uk).



# CAREERS SERVICE

## What's on offer?

All students are entitled to access free independent and impartial Careers Education Information, Advice and Guidance during their time with us.

## What is careers guidance?

Whether you're about to graduate, are looking to progress on to another course or are looking for an apprenticeship, your options can be overwhelming.

Careers Advice can help you to understand yourself, identify your options, explore what is available, as well as having confidence in the opportunities that life will present you.

We will provide you with information that tells you all about different jobs and advise you about the skills that you need to find employment. We want you to be 'work ready'.



## What else can we do for you?

Entering the world of work can be a daunting prospect, you may not even be sure where to start. Here are a few things that we provide advice and guidance on:

- Job Interviews
- CV Building
- Application Forms
- Employability Skills
- Finding Employment
- UCAS
- Personal Statements
- University
- Work experience
- Student Finance
- Apprenticeships
- Volunteering
- Supported Internships
- Skills Assessments

## Get in touch

Pop into the LRC to arrange an appointment, or contact us by email:

- [careers@bishopburton.ac.uk](mailto:careers@bishopburton.ac.uk)
- [careers@riseholme.ac.uk](mailto:careers@riseholme.ac.uk)

# How we assess our Programme

To help assess our careers programme we actively seek feedback from students, parents/carers, businesses, employers and staff. We also measure ourselves against the Gatsby Benchmarks (a framework for good career guidance to help us deliver excellent careers education, information, advice, and guidance) as well as achieving the Quality in Careers Standard (QiCS) and Matrix Standard in advice and guidance. Each curriculum area is also required to evidence the experience and intervention their students have had across the Gatsby Benchmarks.



## Employability Skills

During their time at college, students are supported in developing their employability skills, through embedded activities delivered within the curriculum via lessons and group tutorials. Students are further supported to develop these skills through Unifrog, the college's careers platform. Students are encouraged to complete skills assessments, careers quizzes, register for webinars and online courses as well as to research careers and subjects.

The seven key Employability Skills we support our students to be able to demonstrate by the time they leave are: Self Management - Teamwork - Problem Solving - Application of IT - Communication and Literacy - Application of Number - Business and Customer Awareness.

## How we measure our Programme's Impact

We measure the impact of our Careers Programme by looking at the progression of our students into Further Education, Higher Education, Apprenticeships and Employment. We also regularly gather student feedback.



## Feedback

If you would like to provide feedback on our Careers Programme, please email:

- [careers@bishopburton.ac.uk](mailto:careers@bishopburton.ac.uk)
- [careers@riseholme.ac.uk](mailto:careers@riseholme.ac.uk)

Your Careers Programme	Entry Level & Level 1	Level 2	Level 3
<b>Induction Week:</b> Overview of Careers Education, Information, Advice and Guidance Service and who can support you with your careers Planning and how to log in to Unifrog.	✓	✓	✓
<b>Induction Week:</b> Tour of the college including: Student Services, The Careers Hub and the Learning Resource Centre, and Services to Business (Apprenticeship Team).	✓	✓	✓
Throughout the year: Individual tutorials including career planning, CVs, job applications, personal statements.	✓	✓	✓
<b>Throughout the year:</b> 1:1 careers guidance meetings and support from the Careers Coordinator.	✓	✓	✓
<b>Throughout the year:</b> Support from the Careers Coordinator, PDCs, tutors, and the college's Apprenticeship team on applying for jobs and apprenticeships.	✓	✓	✓
<b>Throughout the year:</b> Individual support and career planning for students with Special Educational and Support Needs (SEND).	✓	✓	✓
<b>Throughout the year:</b> Support with using Unifrog and completing your Individual Learning Plan using resources on Teams and Unifrog.	✓	✓	✓
<b>Throughout the year:</b> Curriculum based careers related activities delivered in lesson and tutorials, including mock applications, CVs and interviews.	✓	✓	✓
<b>Throughout the year:</b> Employability based workshops, guest speakers and industry related visits/trips.	✓	✓	✓
<b>Throughout the year:</b> College /University Open Events.	✓	✓	✓
<b>Throughout the year:</b> Individual work experience placements.	✓	✓	✓
<b>Autumn Term:</b> Career planning, including how to log in to Unifrog to identify careers that reflect your interests, personality and skills.	✓	✓	✓
<b>Autumn Term:</b> Higher Education, Apprenticeship and UCAS talks, Open days and FE to HE workshops,			✓
<b>Autumn and Spring term:</b> Support with UCAS choices and personal statements.			✓
<b>Spring Term:</b> Next steps talks/workshops and interviews, including support with university decisions and Student Finance for level 3 students.	✓	✓	✓
<b>Events:</b> National Apprenticeship Week, National Careers Week. Other events will be promoted and advertised across college, including trips and industry specific employer encounters.	✓	✓	✓